



Workshop Endorsement



Is this You?

You:

- ✓ are a certified NLP Trainer
- ✓ may be collaborating with other certified trainers or working on your own
- ✓ provide training/coaching events in your own specialist area
- ✓ seek to integrate NLP experiences into your specialism
- ✓ seek validation from a recognised body
- ✓ seek to promote the credibility of your provision to your intended client group

If so, then you may be interested in establishing professional endorsement for your workshops from The Professional Guild of NLP.

PURPOSE

- ❖ To provide public and providers with a kitemark of quality
- ❖ To endorse good practice
- ❖ To support and develop training providers
- ❖ To promote and extend the application of NLP into specialist areas
- ❖ To provide a route to full Provider status

BENEFITS

- ❖ **endorsement by international professional organisation**
- ❖ **promotion on Guild website with web links**
- ❖ **quality assurance materials and system**
- ❖ **Endorsed Provider status**
- ❖ **seals for certificates (public will be notified that without the official seal, the programme is not officially endorsed)**

REQUIREMENTS

- ❖ All lead trainers need to be Guild Individual Members and certified NLP Trainers.
- ❖ 60% of content relating to application area
- ❖ Providers undertake to comply with Guild Code of Practice and Quality Assurance systems
- ❖ Trainers provide a clear demonstration of vocational and NLP competence
- ❖ Any integration into 120 hr practitioner training needs to be clearly stated in all promotional materials.



What we ask you to do

- ❖ provide basic one off data, then provide specific data for the first three programmes. After that, programmes will be endorsed automatically.
- ❖ provide an Evaluation Report for the first three deliveries of the endorsed programme.
- ❖ participate in a review after 2 years and then 5 years
- ❖ pay one-off fees for endorsement on a pro rata basis: £50 for 1-3 days eg a 9 day programme will be charged at £150.

What we will do

- ❖ provide standardised documentation which you can use and customise as you will.
- ❖ provide general support and advice and allocate a mentor for specific activities
- ❖ work with you in the Review and Evaluation process
- ❖ provide you with the customised logo and seals of endorsement for certification

A workshop = 1-2 days
A short course = 3-4 days
A programme = 5-10 days

Endorsement Process

PROVIDER

- ✓ Notify Guild of intention to apply
- ✓ Download the endorsement materials from website
- ✓ Submit application details
- ✓ Receive approval or recommendations for further work
- ✓ Once approval received, annual Provider Endorsement fee of £100 is invoiced and payment received
- ✓ Once fee received, details are published on Guild website, and permission given to use the Endorsed Provider Guild logo (red) and words "Programme endorsed by The Professional Guild of NLP" on all marketing materials

PROGRAMME

- ✓ Provide the required materials
- ✓ Receive approval, or recommendations for further work
- ✓ Once approved, relevant fee is invoiced and payment received
- ✓ Apply Red Guild logo on all marketing materials
- ✓ Providers receive 24 foil seals for certificates free of charge - subsequent orders of seals are 50p each/£25.00 per 100.

Documentation Required

ONE OFF

- ❖ Biographies of Training Team, NLP Certificates
- ❖ Details of Specialisms
- ❖ Certificate of Professional Indemnity
- ❖ *Health and Safety Policy, to include premises, equipment*
- ❖ *Recruitment and Selection*
- ❖ *Terms and Conditions*
- ❖ *Complaints Procedure*
- ❖ Signed Declaration

EACH NEW PROGRAMME

- ❖ Outcomes
- ❖ Programme Outline
- ❖ Selected Training Materials
- ❖ Sample Marketing Materials
- ❖ Assessment Criteria and Methodology
- ❖ Evaluation Materials

Italics indicates templates on Guild Website